


CONTRACT ROUTING SHEET

Date Prepared: 1/2/08

Need Date: _____

PROCESSING DEPARTMENT:

Department: CAO/Proc. & Contracts
Dept. Contact: Dustin Bailey
Phone #: 5833
Department Head Signature: 
for Bonnie H. Rich


CONTRACTOR:

Name: Potomac Partners LLC
Address: 210 D Street SE
Washington DC 20003
Phone: 202-544-4848
Vendor Cont: Rick Alcalde

CONTRACTING DEPARTMENT: CAO


Service Requested: Legislative Advocacy
Contract Term: One year Contract Value: \$120,000.00
Compliance with Human Resources requirements? Yes: _____ No: _____
Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: _____ Date: 1-4-08 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

PLEASE FORWARD TO RISK MANAGEMENT. THANKS!

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: _____ Date: 1/10/08 By: 
Approved: _____ Disapproved: _____ Date: _____ By: _____

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OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____
Approved: _____ Disapproved: _____ Date: _____ By: _____